SUPPLIER REGISTRATION GUIDE

Register Your Company with the City of Arlington, Texas

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SUPPLIER
PORTAL

From the portal:

- Click *REGISTER*

SECTION 1: TERMS and CONDITIONS

- Read the terms of registration.
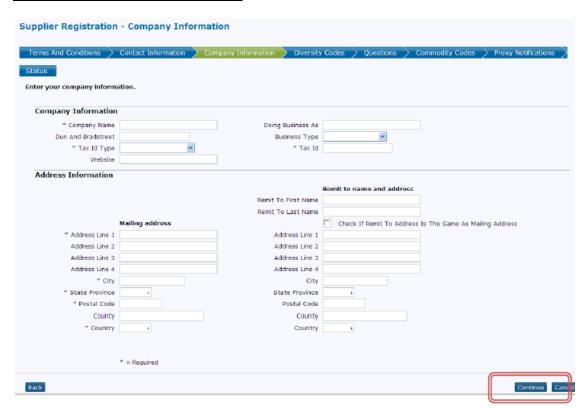- If you choose to continue, click *ACCEPT TERMS AND CONDITIONS*
- Click *CONTINUE*

SECTION 2: CONTACT INFORMATION

- **NOTE:** All fields flagged with an asterisk (*) are required!
- Create your Login User Name
    - o Note: This is case/space sensitive
- Create your Password
    - o Note: This is case/space sensitive
    - o Minimum length: 8 positions
    - o Must contain at least one (1) upper case alpha character
    - o Must contain at least one (1) numeric character
    - o Cannot contain more than two repeating characters
- Enter information about yourself, as the primary contact for your company. Required fields:
    - o First Name/Last Name
    - o Phone Number
    - o Email Address
        - ▪ If you do not have an email address, click on *Create Email Address* to create one.
- Click *CONTINUE*

SECTION 3: COMPANY INFORMATION

- **NOTE:** All fields flagged with an asterisk (*) are required!
- Enter all information about your company. Required fields are:

| Company Name | City | State |
| Tax ID Type | Tax ID number | Postal Code (Zip) |

- Click *CONTINUE*

SECTION 4: DIVERSITY CODES

- To select the Diversity Code for which you are certified, click the button labeled **ADD**.
- The system will open a list of available codes.

- To select the code, click in the box to the left of the Code(s);
  - If none apply, please click **NA- NOT APPLICABLE.**
- After choosing, click **ATTACH TO CONTACT** (button in the upper left hand corner of the form).
- The system will return you to the Selected Diversity Codes form where you can view any previously selected diversity codes. Any verification certificates can also be uploaded at this time.
- Click **CONTINUE**

SECTION 5: QUESTIONS

- Answer any questions in this section.
- Click **CONTINUE** to proceed.

SECTION 6: COMMODITY CODES

- Click on **ADD** to select the Commodity Code(s) for which your firm would like to receive future bid notifications.

- The system will open a list of available codes from which to select.
  - You <u>must</u> select at least once commodity code to receive future notifications.
  - Use NEXT/PREVIOUS to navigate the available codes.
  - Choose how many codes display at one time by choosing the *page size* (lower right).
  - Use the SEARCH function at the top of the page to locate codes by keyword or description.
    - To display codes with a description including a specific keyword, enter <u>only</u> that word.
    - Example: office

- To select the code, click the box to the left of the code(s) and then click **ATTACH TO CONTACT**.
- The system will return you to the Selected Commodity Codes form where you can view any previously selected commodity codes.
- At any time you can return and select additional codes by returning to this form and clicking **ADD**.

Helpful Hint: To view the guide in book form, visit: http://www.window.state.tx.us/procurement/com_book/index.html

- When finished choosing Commodity Codes, click **CONTINUE** to proceed.

SECTION 7: PROXY NOTIFICATIONS

A "proxy" is another contact within your firm, company, or organization that needs to receive the same notification you do. This is a critical back-up for your company when bid notification occurs and it is highly recommended that you set-up another contact within your organization to receive notices.

- To set up a proxy user to receive notification, click the **ADD** button.

- The system will open the page for you to enter the proxy information.

- All fields are required.
- When finished, click **CONTINUE**.
- The system will return you to the Selected Proxy Notification Screen form where you can view the proxys you have added.
- You can continue to add proxys by repeating the steps in this section.

COMPLETING REGISTRATION

- You have successfully entered your company's information in the City of Arlington's database.
- Click **DONE** to send the information to our servers.
    - NOTE: Your information will be validated by City staff and upon verification of registration fee through the City's online store; your profile will be activated.

To pay the registration fee and activate your profile, return to the main login page and click on: **PAY REGISTRATION FEE**.

- You will be transferred to the City's Online Store, where you can make your payment. Within 24-48 hours of payment verification, your profile will be active.
- After adding the Registration Fee to your cart, click on **My Account** to fill in payment information.
- After filling in payment information, click on **View Cart/Checkout** to complete payment.

It is our distinct pleasure to serve you in the creation of this tracking and notification database. If you have any questions or need assistance, send us an email at purch@arlingtontx.gov and in the subject line type: **REQUEST REGISTRATION ASSISTANCE**.